

**UNITED STATES DISTRICT COURT
DISTRICT OF ALASKA**

VACANCY ANNOUNCEMENT

Date: December 7, 2004

The United States District Court for the District of Alaska is accepting applications for the position of Clerk of Court.

POSITION AND LOCATION: Clerk of Court in Anchorage, Alaska.

SALARY: JSP 16: \$102,549–\$128,200, depending on qualifications and experience. The salary range shown does not include the 25% Alaska COLA presently applicable.

CLOSING DATE: January 14, 2005

NATURE OF POSITION AND REPRESENTATIVE DUTIES

The Clerk of Court is appointed by the court's judges. The Clerk reports to the Chief Judge of the District Court. The Clerk is responsible for managing the Clerk's office and overseeing performance of its statutory duties. Among other things, the Clerk's duties include consulting with and making recommendations to the judges; hiring and assigning Clerk's office personnel; designing and managing training programs; preparing and managing the annual budget; conducting studies; preparing reports; working with government agencies and court appointed committees on matters related to court operations; directing the court's financial service functions including purchasing, juror payment, and accounting; directing the processing of civil and criminal cases including issuance of process and maintenance of official records; managing jury operations; overseeing facilities at all court locations in Alaska; coordinating implementation and operation of information technology systems; and maintaining the integrity of the court's control of funds including funds in the registry of the court.

REQUIRED QUALIFICATIONS

Applicants must be U.S. citizens or otherwise eligible to work in the United States. To be qualified for appointment, candidates must meet the following standards:

General Experience: A minimum of ten years of progressively responsible administrative experience in public service or business which provides a thorough understanding of the organizational, procedural, and human resource aspects of managing an organization is required. At least three of the ten years experience must have been in a position of substantial management responsibility. A candidate's experience must demonstrate skill in managing limited resources against multiple demands and experience in strategic workforce planning. Candidates must also possess

strong organizational, problem-solving, and oral and written communication skills. Prior experience in a federal court is preferred.

Practice of Law: An attorney who is in the active practice of law in either the public or private sector may substitute that practice on a year-for-year basis for the basic administrative experience requirement up to a maximum of three years.

Educational Equivalents: A bachelor's degree from a college or university of recognized standing may be substituted for three years of the required general experience. A postgraduate degree in public, business or judicial administration may be substituted for one additional year of the required experience. A law degree from an accredited law school may be substituted for two additional years of the required general experience. Educational equivalents may not be substituted for a total of more than five years of the required general experience.

CONDITIONS OF EMPLOYMENT

Applicant information is subject to verification. Appointment is contingent upon a background check. All judiciary employees are "at-will" employees in excepted service, so employment may be terminated by the employer or employee with or without cause. Benefits include paid vacation, sick leave, paid holidays, coverage under the FERS or CSRS retirement systems, and the ability to participate in the Thrift Savings Plan and certain health and life insurance plans. Electronic payment of net pay is mandatory. Reasonable accommodation for an employee with a disability will be provided.

APPLICATION PROCESS

Travel and relocation expenses will not be reimbursed. Candidates must submit a resume and letter of application which addresses qualifications, skills and experience necessary to perform the duties. Candidates must also include at least two letters of reference. The resume, letter of application, and letters of reference should be marked "confidential" and mailed to: U. S. District Court, District of Alaska, Attention: Chief Judge John W. Sedwick, 222. West 7th Ave., # 32, Anchorage, AK 99513. The court reserves the right to withdraw this job announcement without prior notice.

The United States District Court is an Equal Opportunity Employer.